



# TAMIL NADU GOVERNMENT GAZETTE

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### NOTIFICATIONS BY GOVERNMENT

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## NOTIFICATIONS BY GOVERNMENT

### TAMIL DEVELOPMENT AND INFORMATION DEPARTMENT

#### Amendments to the Ad-hoc Rules relating to the Permanent Post of “Art Director” in MGR Government Film and Television Institute and Tamil Nadu Film Division in Tamil Nadu General Subordinate Services.

[G.O. Ms. No. 73, Tamil Development and Information (Admin.II), 9th April 2015,  
பங்குனி 26, ஜய, திருவள்ளூர் ஆண்டு-2046.]

No. SRO B-31/2015.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendments to the rules Published with Education and Public Health Department, Notification S.R.O. No. A 484 of 1968 at pages 542-545 of Part V of the Fort Saint George Gazette, dated the 24th July 1968.

2. The amendment hereby made shall be deemed to have come into force on the 9-4-2015.

#### AMENDMENTS

In the said rules,

in rule 6, ‘Qualification’, in the table under Col. I, against ‘Art Director’ the following shall be substituted under col. II.

“Any Degree or Diploma in Fine Arts from Government Recognised Institution and Experience for a period of not less than two years in set designing in a motion picture / TV programme”.

M. RAJARAM,  
Secretary to Government.

### PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT

#### Amendments to the Special Rules for the Tamil Nadu Ministerial Service.

#### Hindu Religious and Charitable Endowments Department

[G.O. Ms. No. 135, Personnel and Administrative Reforms (B), 22nd December 2014,  
மார்ச்சு 7, ஜய, திருவள்ளூர் ஆண்டு-2045.]

No. SRO B-32/2015.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendments to the Special Rules for the Tamil Nadu Ministerial Service (Section 22 in Volume-III of the Tamil Nadu Services Manual, 1970).

2. The amendments hereby made shall be deemed to have come into force on the 28th February 2011.

#### AMENDMENTS

In the said Special Rules,—

(1) in rule 2, under category 12, after the entry “Assistant in the Commercial Taxes Department Divisional Units (Non-Technical) (One out of every three substantive vacancies), the following entry shall be added, namely:-

“Assistant in the Hindu Religious and Charitable Endowments Department (Non-Technical) (50% of the substantive vacancies)”;

(2) in rule 3, in sub-rule (e), in clause (i),-

(1) In the first proviso, for the expression “Superintendents, Inspectors and Assistants”, the expression “Superintendents and Inspectors” shall be substituted:

(2) in the second proviso, for the expression “appointment to all the posts”, the expression “appointment to the posts of Superintendents and Inspectors” shall be substituted:

(3) the following proviso shall be added at the end:-

“Provided also that the vacancies in the post of Assistant in the Tamil Nadu Ministerial Service both substantive and temporary posts shall be filled up in the proportion and the order of rotation specified below:-

- (i) 50% by direct recruitment;
- (ii) 25% by promotion from the post of Junior Assistant and Typist;
- (iii) 5% by transfer from the post of Steno-Typist Grade-III and;
- (iv) 20% by recruitment by transfer from the post of Executive Officers Grade-III in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service.

The appointment to the post of Assistants in the Tamil Nadu Ministerial Service shall be made in accordance with the above proportion and shall be in the order of rotation specified below in every cycle of twenty vacancies.

- (1) By direct recruitment;
- (2) By direct recruitment;
- (3) By promotion from Junior Assistant and Typist;
- (4) By promotion from Junior Assistant and Typist;
- (5) By recruitment by transfer from Executive Officers Grade-III in the Hindu Religious and Charitable Endowments Subordinate Service;
- (6) By direct recruitment;
- (7) By direct recruitment;
- (8) By direct recruitment;
- (9) By promotion from Junior Assistant and Typist;
- (10) By recruitment by transfer from Executive Officers Grade-III in the Hindu Religious and Charitable Endowments Subordinate Service;
- (11) By direct recruitment;
- (12) By direct recruitment;
- (13) By promotion from Junior Assistant and Typist;
- (14) By Promotion from Junior Assistant and Typist;
- (15) By recruitment by transfer from Executive Officers Grade-III in the Hindu Religious and Charitable Endowments Subordinate Service;
- (16) By direct recruitment;
- (17) By direct recruitment;
- (18) By direct recruitment;
- (19) By transfer from Steno Typist Grade-III;
- (20) By recruitment by transfer from Executive Officers Grade-III in the Hindu Religious and Charitable Endowments Subordinate Service;

If no qualified and willing candidates are available by recruitment by transfer from Executive Officers Grade-III in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Services and by transfer from Steno Typist Grade-III in the Tamil Nadu Ministerial Service, the vacancy in the post of Assistant shall be filled by promotion from the post of Junior Assistant and Typist".

- (3) in rule 38, in sub-rule (b), in clause (ii), after item 8, the following item shall be added, namely:-

"9. Annexure-IX-H - Hindu Religious and Charitable Endowments Department";

- (4) after Annexure-IX-G, the following Annexure shall be inserted, namely:-

" ANNEXURE-IX-H

[Referred to in rule 38(b)(ii).]

**Appointment. Training and Conditions of Service of Directly Recruited Assistants (Non-Technical)  
in the Hindu Religious and Charitable Endowments Department:-**

1. Appointment to the service may be made in the category of Assistant (Non- Technical) in the Hindu Religious and Charitable Endowments Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the substantive vacancies arising in the post of Assistant in the State in that year.

3. The Commissioner, Hindu Religious and Charitable Endowments Department shall be the appointing authority.
4. The rule of reservation of appointments (General Rule 22) shall apply to such appointments in the State.
5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of the July of the year in which the selection for appointment is made.
6. No person shall be eligible for appointment as Assistant by direct recruitment, unless he possesses a degree from any University recognised by the University Grants Commission.
7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.
8. Every person appointed as Assistant by direct recruitment shall, within the period of probation,-
  - (a). complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar; and
  - (b). pass the following tests, namely:-
    - (i). Tamil Nadu Government Office Manual Test;
    - (ii). Account Test for Subordinate Officers, Part-I;
    - (iii). Departmental Test conducted by the Hindu Religious and Charitable Endowments (Administration) Department.
9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion, recruitment by transfer and by transfer shall be as per the provisions laid down in rule 35(aa) of the General Rule for the Tamil Nadu State and Subordinate Services.
10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any of the selection category posts, provided he has successfully completed his probation and has also passed the prescribed tests.
11. For every such person, so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistant in the Hindu Religious and Charitable Endowments Department after his appointment. His appointment to a substantive vacancy shall not however confer on him any preferential claim to promotion.
12. The directly recruited Assistant shall be allowed straight away to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.
13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper Form with two sureties binding himself,-
  - (i) agreeing to serve in the Hindu Religious and Charitable Endowments Department for a period of not less than five years; and
  - (ii) in case, he fails to serve as aforesaid, to refund to the State Government, the total amount drawn by him as pay and allowances during the period of training.
14. Every person appointed as Assistant by Direct Recruitment in the Hindu Religious and Charitable Endowments Department shall profess Hindu Religion as stipulated in section 10 of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959)".

#### **District Unit of Panchayat Development Department**

*[G.O. Ms. No. 29, Personnel and Administrative Reforms (B), 10th April 2015,  
பங்குனி 27, ஜய, திருவள்ளூர் ஆண்டு-2046.]*

No. SRO B-33/2015.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendments to the Special Rules for the Tamil Nadu Ministerial Service (Section 22 in Volume-III of the Tamil Nadu Services Manual, 1970).

2. (a) The amendment (1) hereby made shall be deemed to have come into force on the 10th June 1997.
- (b) The amendment (2) hereby made shall be deemed to have come into force on the 17th October 1997;
- (c) The amendment (3) hereby made shall be deemed to have come into force on the 5th December 2006;
- (d) The amendment (4) hereby made shall be deemed to have come into force on the 25th January 2008;
- (e) The amendment (5) hereby made shall be deemed to have come into force on the 12th August 2009.

#### **AMENDMENTS**

In the said Special Rules, in rule 2, under category 14,—

(1) for the entry "Rural Welfare Officers Grade-II and Cashiers in Panchayat Union Offices" and the proviso excluding the Explanation thereunder, the following entry, proviso and the order of rotation, shall be substituted, namely:-

"Junior Assistant, Junior Assistant-cum-Typist, Rural Welfare Officer Grade-II, Cashier and Typist in the Unit of Panchayat Development Offices"

Provided that in the case of Junior Assistant, Junior Assistant-cum-Typist, Rural Welfare Officer Grade-II, Cashier and Typist in each District Unit of the Panchayat Development offices, ten percent of the vacancies, shall be filled up from among the Government side Record Clerks, Office Assistants and Night Watchmen and from among the Panchayat Union side Record Clerks, Office Assistants, Night Watchmen and Rural Women Welfare Organisers (Tailoring Instructress) and another ten percent of the vacancies shall be filled up from among the Part-time clerks/Full-time clerks in the Village Panchayats, who have put in a regular service for a period of not less than seven years in the post held by them and possess the Minimum General Educational Qualification as prescribed in the Schedule to the General Rule for the Tamil Nadu State and Subordinate Services, irrespective of age.

The order of rotation in every cycle of ten vacancies shall be as specified below:-

"1. Government side Record Clerks, Office Assistants, Night Watchmen and Panchayat Union side Record Clerks, Office Assistants, Night Watchmen and Rural Women Welfare Organisers (Tailoring Instructress).

2. Open Competition
3. Open Competition
4. Open Competition
5. Open Competition
6. Part-time Clerks/Full-time Clerks
7. Open Competition
8. Open Competition
9. Open Competition
10. Open Competition.";

(2) after the proviso and before the order of rotation, the following proviso shall be inserted, namely:-

"Provided further that in respect of Kanniyakumari District, the Group Clerk-cum-Bill Collectors working in the Village Panchayats and discharging the duties of Part-time Clerks/Full-time Clerks, shall be treated on par with the Part-time Clerks/Full-time Clerks in Village Panchayats for the purpose of consideration within the ten percent of vacancies reserved for filling up from among the Part-time Clerks/Full-time Clerks in Village Panchayats.";

(3) in the first proviso, in the order of rotation and in the second proviso, for the expression "Part-time Clerks/Full-time Clerks", the expression "Panchayat Assistants Grade-II/Panchayat Assistants Grade-I", shall be substituted;

(4) (a) in the first proviso, for the expression "another ten percent of the vacancies shall be filled up from among the Panchayat Assistants Grade-II/Panchayat Assistant Grade-I", the expression "another twenty percent of the vacancies shall be filled up from among the Panchayat Assistants Grade-II/Panchayat Assistants Grade-I", shall be substituted;

(b) in the second proviso, for the expression "ten percent", the expression "twenty percent" shall be substituted;

(c) for the order of rotation, the following order of rotation shall be substituted, namely:-

- "1. Government side Record Clerks, Office Assistants, Night Watchmen and Panchayat Union side Record Clerks, Office Assistants, Night Watchmen and Rural Women Welfare Organisers (Tailoring Instructress)
2. Open Competition
3. Open Competition
4. Open Competition
5. Panchayat Assistants Grade-II/Panchayat Assistants Grade-I
6. Open Competition
7. Open Competition
8. Open Competition
9. Open Competition
10. Panchayat Assistants Grade-II/Panchayat Assistants Grade-I";

(5) In the first and second provisos and in the order of rotation, for the expression "Panchayat Assistants Grade-II/Panchayat Assistants Grade-I", the expression "Panchayat Assistants", shall be substituted.

**Tamil Nadu Archives and Historical Research Department**

*[G.O. Ms. No. 32, Personnel and Administrative Reforms (B), 15th April 2015,  
சித்திரை 2, மன்மத, திருவள்ளூர் ஆண்டு-2046.]*

No. SRO B-34/2015.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendments to the Special Rules for the Tamil Nadu Ministerial Service (Section 22 in Volume III of the Tamil Nadu Services Manual, 1970).

2. The amendments hereby made shall be deemed to have come into force on the 6th February 2014.

**AMENDMENTS**

In the said Rules,-

(1) in rule 2, under category 12, after the entry, "Assistant/Accountant/Storekeeper in the Training Wing of Employment and Training Department (one out of every two substantive vacancies)", the following entry shall be added, namely:-

"Assistant in the Tamil Nadu Archives and Historical Research Department (Non- Technical) (One out of every two substantive vacancies)" ;

(2) in rule 38, in sub-rule (b), in clause (ii), after item No. "18. Annexure IX-Q- Animal Husbandry Department", the following item shall be added, namely:-

"19. Annexure IX-R - Tamil Nadu Archives and Historical Research Department";

(3) "after Annexure IX-Q, the following Annexure shall be inserted, namely:-

"ANNEXURE-IX-R  
[Referred to in rule 38(b)(ii)]

**Appointment, Training and Conditions of Service of Directly Recruited Assistants (Non-Technical)  
in the Tamil Nadu Archives Department :-**

1. Appointment to the service may be made in the category of Assistant (Non - Technical) in the Tamil Nadu Archives Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year, 50% of the substantive vacancies arising out of substantive vacancies in the post of Assistant in the State in that year.

3. The Director of Archives shall be the appointing authority.

4. The rule of reservation of appointments (General Rule 22) shall apply to such appointments in the state.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of the July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment, unless he possesses a degree from any University recognized by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. Every person appointed as Assistant by direct recruitment shall, within the period of probation,-

(a) complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar; and

(b) pass the following tests, namely:-

(i) Tamil Nadu Government Office Manual Test.

(ii) Account Test for Subordinate Officers, Part-I.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down in rule 35(aa) of the General Rule for the Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts provided he has successfully completed his probation and has also passed the prescribed test.

11. For every such person, so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistants in the Tamil Nadu Archives and Historical Research Department after his appointment. His appointment to a substantive vacancy shall not, however, confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper form with two sureties binding himself—

(i) agreeing to serve in the Tamil Nadu Archives and Historical Research Department for a period of not less than five years; and

(ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training”.

#### **Rural Development and Panchayat Raj Department**

[G.O. Ms. No. 35, Personnel and Administrative Reforms (B), 15th April 2015,  
சித்திரை 2, மன்மத, திருவள்ளூர் ஆண்டு-2046.]

No. SRO B-35/2015.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendments to the Special Rules for the Tamil Nadu Ministerial Service (Section 22 in Volume III of the Tamil Nadu Services Manual, 1970).

2. (i) The amendments hereby made except amendment (1) and rule 2 under Annexure-IX-X in amendment (3) shall be deemed to have come into force on the 17th May 2011.

(ii) The amendment (1) and rule 2 under Annexure-IX-X in amendment

(3) shall be deemed to have come into force on the 29th October 2014.

#### **AMENDMENTS**

In the said special Rules,-

(1) in rule 2, under category 12, after the entry, “Assistant in the Stationery and Printing Department (Non-Technical) (One out of every two substantive vacancies)”, the following entry shall be added, namely:-

“Assistant in the Rural Development and Panchayat Raj Department (Non-Technical) (one out of every four substantive vacancies)”;

(2) in rule 38, in sub-rule(b), in clause (ii), after the entry “24. Annexure-IX-W Civil Supplies and Consumer Protection Department”, the following entry shall be added, namely:-

“25. Annexure-IX-X Rural Development and Panchayat Raj Department”;

(3) after Annexure-IX-W, the following Annexure shall be inserted, namely:-

#### **“ANNEXURE-IX-X**

[Referred to in Rule 38(b)(ii)]

#### **Appointment, Training and Conditions of Service of Directly Recruited Assistants (Non-Technical) in the Rural Development and Panchayat Raj Department :-**

1. Appointment to the service may be made in the category of Assistant (Non - Technical) in the Rural Development and Panchayat Raj Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 25% of the substantive vacancies arising in the post of Assistant in the State in that year.

3. The Director of Rural Development and Panchayat Raj shall be the appointing authority.

4. The rule of reservation of appointments (General Rule 22) shall apply to such appointments in the State.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of the July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment, unless he possesses a degree from any University recognized by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. Every person appointed as Assistant by direct recruitment shall, within the period of probation,-

(a) complete the Foundation Training for a period of two months at Civil Services Training Institute, Bhavanisagar; and

(b) Pass the following Tests, namely:-



(i) Tamil Nadu Government Office Manual Test.

(ii) Departmental Test for Officers of Panchayat Development Department and Panchayat Development Account Test.

(iii) Account Test for Subordinate Officers, Part-I.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down in rule 35(aa) of the General Rule for Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts provided he has successfully completed his probation and has also passed the prescribed tests.

11. For every such person, so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistants in the Rural Development and Panchayat Raj Department. His appointment to a substantive vacancy shall not, however, confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straight away to draw the minimum of the scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper form with two sureties binding himself—

(i) agreeing to serve in the Rural Development and Panchayat Raj Department for a period of not less than five years; and

(ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

P.W.C. DAVIDAR,  
*Principal Secretary to Government.*